

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

June 1995

Issue #14

MACS-E NEWS

MACS-E USER GROUP

The last MACS-E User Group meeting for fiscal year 1995 will be held on June 21, 1995. The meeting will begin 10 am, at 33 West State Street in the Bid Room.

NJCFS NEWS

TRAINING

Since relocating the NJCFS training to 33 West State Street in January, OMB's Agency Support Unit staff have provided training to over 120 state employees. Agency Support staff will continue the regular five-day training sessions, as well as develop revised training for the Grants Module. The Grants Module training will coincide with the revised circular letter governing federal funds.

PAYMENTS TO VENDORS

Please make certain that the correct location code (last two digits of the vendor number) is used on payments to vendors. Departments have a tendency to use location code "00." This may or may not be the correct address.

Verify that the correct address is displayed on the appropriate screen in MACS-E and NJCFS.

OBJECT NUMBERS ON 1099 (TAXABLE INCOME) VENDOR PAYMENTS

Agencies should ensure that all vendor payments that should be taxable to the vendor are paid out of an object that will generate a 1099. These objects are

displayed on OBJT (Object Table) with a 1099 indicator of 7. There have been several objects added to this table to reduce confusion. The 61XX series of the Grant-In-Aid Objects are a particular problem. Taxable objects in this series are as follows:

- 6130--GIA Third Party Providers
- 6140--GIA Non-Contract
- 6151--GIA Individuals - Taxable

All other 61XX objects are not taxable.

Please notify Harry Fisher in writing if the 1099 indicator is wrong on the Object Table.

System Availability

Schedule of Saturday availability for NJCFS and MACS-E is as follows:

- April 22
- May 6, 13, 20 and 27
- June 3, 10, 17 and 24
- July 8, 15, and 22

System will be available from 8:00 am to 4:00 pm on these days. However, users should call 609-633-0310, prior to reporting to work on Saturday, for a current update on any problems regarding system availability.

NJCFS/MACS-E will be available until 5:00 pm on Friday, June 30, at which time the system will go down and will be unavailable until 7:00 am on Wednesday, July 5.

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NJCFS/MACS-E will be down for year end processing from 5:00 p.m. on **July 28, 1995** until August 1, 1995, 7:00 a.m.

Fiscal Year 1996 Payroll X-Walk Table (Ixpr) Records - Agency Reminder

Fiscal year 1996 records have been added to IXPR. These records must be updated by the agencies before the fiscal year 1996 portion of payperiod 14 salary charges is interfaced to NJCFS from Payroll. This is especially important for those fiscal year 1996 salary charges that must be cross-walked to a 1995 budget fiscal year continuing appropriation.

Contact John Burrows 609-984-5217 if you have questions concerning IXPR.

BATCH APPROVALS

Reminder: When transactions are being processed in a batch, the approvals must be placed at the Document Data Base Startup Screen. If approvals are applied on the batch header or on the transaction, **prior approvals will be lifted.**

WIRE TRANSFER PROCEDURE

Effective May 22, 1995, agencies that process wire transfers (check category WI) must key the payment transaction into NJCFS and apply the necessary approvals. Previously, agencies were not required to enter Wire Transfer payments.

The revised procedure for the processing of Wire Transfer payments is as follows:

1. Agencies enter U1 or A1 payment transactions into NJCFS with a check category of WI (Wire Transfer).
2. Agencies apply necessary approvals.
3. Submit the payment voucher to Jessica Bodnar, OMB Transaction Approval and Analysis Unit, 33 West State Street, CN 221, Third Floor-Room 366. U1 and A1 transactions will be submitted after level three approval has been applied. **DO NOT POST** either transaction prior to submitting to OMB. As a general rule, Ms. Bodnar should receive the payment voucher by 3:30 pm of the day prior to the wiring date.
4. FAX copies of the Wire Transfer payment voucher are acceptable to OMB. The FAX number is (609) 292-3165 (**new** FAX number).
5. The Payment Voucher must contain the pertinent bank information such as wiring date, amount to be wired, ABA number (routing number for American Banking Association) and bank account number of the recipient bank.

Any questions concerning the new procedure should be directed to Jessica Bodnar at (609) 292-8173.